



DEPARTMENT OF THE ARMY  
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MEMORANDUM FOR ALL MILITARY AND CIVILIAN PERSONNEL

SUBJECT: Commanding General's Policy Memorandum No. 16 - Computers

1. The use of Government computers, telecommunications systems, electronic mail, and other systems (including the Internet) is limited to the conduct of official business or other authorized uses. Commanders, Directors, and Supervisors will ensure that their subordinates understand the permissible and prohibited uses of Government computers in DoD 5500.7-R, the Joint Ethics Regulation, Section 2-301, and AR 25-1, Army Knowledge and Information Management, Chapter 6, at subparagraphs 6-1d to 6-1i.

2. Prohibited use of government computers may include, but is not limited to:

a. Any use that would reflect adversely on DoD or the Army, Navy, Air Force or Marines (such as sexually explicit e-mail, access to sexually explicit Web sites, or pornographic images). Use that is incompatible with public service (e.g., threatening or harassing messages; accessing, storing, processing, displaying, or distributing offensive, obscene, or sexually explicit e-mail; unauthorized fundraising, gambling, or similar activities; support of terrorist or subversive activities; and partisan political activity).

b. Use, acquisition, reproduction, transmission or modification of intellectual property in a manner that violates applicable trademark or copyright laws.

c. Communicating to solicit or conduct business, advertising or other selling activities in support of a private business, enterprise, or other nonfederal organization.

d. Any use that could reasonably be expected to cause congestion, delay, degradation or disruption of service (e.g., video, sound, chain letters, and continuous data streams).

3. Some personal communications are authorized, such as brief communications that are most reasonably made from the workplace (e.g., scheduling appointments, e-mailing directions, and brief internet searches). Employees should limit personal communications and internet searches to authorized break periods or before or after duty hours. Personal communications will be infrequent and short.

4. POC this action is the Office of the Staff Judge Advocate, (706) 791-3148.

LAWARREN V. PATTERSON  
Major General, USA  
Commanding

This memorandum supersedes Commanding General's Policy Memorandum No. 16 – Computers, dated 15 June 2011.